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**Internship Program (TEMPLATE for job description))**

BW NICE consists of two entities – Business Women Networking, LLC (BWN, LLC) and BW NICE, Inc.

**Business Women Networking, LLC** is our for-profit multi-member LLC with oversight for both entities. The LLC manages all Chapter activities including chapter expansion, charity partners, fundraising activities such as our flagship event, *The Red Shoe*™, and any other chapter events that help promote the mission and vision of BW NICE.

**BW NICE, Inc.** is our registered nonprofit 501 (c) (3) corporation. BW NICE, Inc. Board of Trustees provides oversight for all charitable fundraising activities, including our annual charity fundraising event, *The Red Shoe*™. Each Chapter provides charitable fundraising activities on behalf of and under the discretion of BW NICE, Inc.

## Mission Statement

BW NICE, Business Women Networking Involving Charity & Education, provides women at all stages of business and personal life with support, education and resources. We see value in the balance of business networking and charitable outreach. We bring women together to gain meaningful business connections, learn new ways to succeed, and foster an empowering environment. Each BW NICE chapter raises funds and awareness supporting a local organization in the fight against domestic violence.

## Vision Statement

We will provide an empowering environment to all women through a forum that provides personal and professional growth while championing the fight against domestic violence. We will build a national network of chapters, bringing women together for a common cause and establishing a platform that focuses on awareness of domestic abuse.

**Internship Description**

**Overview:**

**Responsibilities and Duties (EXAMPLE)**

**(List as a specific job duty with bulleted actions.)**

**Event Planning**

* Assist with coordinating special events as assigned.
* Assist with executing event day activities.
* Run various errands related to event planning.
* Assist with drafting press releases and promotions.

**Marketplace research, reports and forms**

**Web page design/maintenance**

**Social media**

**POSITION QUALIFICATIONS (EXAMPLE)**

**(Add any other specific skills needed for your chapter.)**

Enrolled in a 2- or 4-year college working toward an associate or bachelor degree, entering their junior or senior year. Excellent computer skills including familiarity with Microsoft Office programs, social media, and knowledge of Constant Contact email marketing. Good verbal and written communication skills, Strong interpersonal and analytical skills.

Logistical Details:

Start Date:

End Date:

Projected weekly hours: 8-10 (estimate based on your need and length of the internship)

Supervisor contact information:

Location for BW NICE meetings/events: